**POSITION DESCRIPTION**

**Position Title:**  **FLSA Designation**:

Maintenance Technician Full Time; Year Round

**Department**: **Reports to**:

Operations Facilities and Technology Manager

**Date Updated**: **Wage Range:**

09/05/2024 $24 - $30 per hour

**Job Summary**

We are currently seeking an energetic and highly motivated individual to join our team as a Maintenance Technician The ideal candidate for this position is detail-oriented, flexible, and willing to take on general repairs, plumbing, electrical repair, groundskeeping, and other maintenance projects. This is a fantastic opportunity to earn competitive pay and full-time benefits.

**Essential Job Functions**

* Manage routine upkeep of exterior areas, green space, and parking lot
* Troubleshoot issues with lighting, facility equipment, appliances, and indoor climate control as necessary
* Complete basic plumbing repairs in restrooms and kitchens
* Performs job-related, maintenance on different equipment, classroom furniture, and fixtures to ensure proper functioning and usability of items.
* Performs general maintenance (e.g. moving furniture, painting, wall repair, etc.)
* Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) to minimize property damage, equipment loss, and/or potential liability.
* Maintains school vehicles and performs routine maintenance checks
* Maintain painting schedule and annual maintenance upkeep of facilities.
* Maintain sidewalks by shoveling, snowblowing, and salting in the winter.
* Respond to emergency calls related to equipment failure, spills, leaks, and other employee hazards.
* Respond to maintenance requests/work orders as needed.
* Assist building maintenance contractors when necessary.
* Weekly building walkthroughs and inspections.
* Ability to take on additional tasks as needed.

**Minimum Requirements, Credentials, and Experience**

* 2+ years of maintenance experience
* High school diploma/GED required
* Ability to work well under minimal supervision
* Capacity to take direction
* Strong attention to detail
* Knowledge of plumbing, electrical, & appliance repair
* Basic Computer Knowledge
* Physically capable of lifting and moving objects up to 50 pounds as necessary Successfully pass a criminal background check.
* 100% Self Motivated, Dependable, and Flexible

**Additional Working Conditions¸ Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is required to sit and talk or hear. The employee is required to stand, walk, stoop, kneel, crouch, climb stairs, or crawl. The employee must occasionally lift and/or move up to 60 pounds. The employee must be able to push items of 60 lbs. such as lifting boxes or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Additional Working Conditions¸ Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

The employee will work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, sex and/or age.

The employee is continuously responsible for the safety, well-being, and work output of students. There may be:

1. Occasional exposure to blood, bodily fluids, tissue and noxious odors.
2. Occasional exposure to unruly students/adults.
3. Occasional operation of a vehicle in inclement weather.

**Professionalism**

* Develops and maintains productive, positive working relationships with Academy students, families, staff and volunteers.
* Performs all functions professionally, treating all students and families, staff and volunteers with respect.
* Maintains a level of flexibility with all staff, offering assistance to others as appropriate.
* Maintains a good attendance record; is prompt and punctual to the worksite; Gives adequate notice of absence.
* Performs all duties in accordance with the Franklin Center Employee Handbook.
* Shows initiative (self-motivated)
* Perform all tasks and responsibilities as assigned and according to due dates.
* Shows sensitivity to individual diversity and the needs of students and families
* Carries out responsibilities in a manner consistent with the requirements of law, rules, regulations, and school policies and procedures
* Displays neatness and appropriateness of dress
* Uses effective problem-solving and conflict-management techniques
* Maintains data privacy and confidentiality
* Uses proper channels in communication with parents
* Maintains a professional attitude and loyalty to the school
* Attends all staff meetings
* To perform other duties as assigned by your supervisor
* Good communication and interpersonal skills

**Evaluation**

The performance of this job will be evaluated in accordance with the provisions of the Board’s policy.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Position offers: Flexible schedule, incredible co-workers, exceptional students, appreciative families. This is a non-exempt position and eligible for PTO and benefits

All interested candidates must submit a resume to karla.przybylski@Franklinmn.org

Open until filled.